

FAMILY CHILD CARE PRE-CERTIFICATION CHECKLIST

This checklist will help you navigate the process of obtaining a family child care certificate. This checklist is for your use only and does not have to be submitted with your application.

If you have any questions, please give your child care licensing specialist a call. To find out who is your licensing specialist will be, please call 287-9300 or 1-800-791-4080 and ask for Child Care Licensing.

- ☐ Download and read the “Rules for the Certification of Family Child Care Providers, Effective Date July 1, 2009”. The Rules can be found at: <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>.
- ☐ Register for mandatory Pre-Service Training (“Getting Started – an Orientation to Family Child Care”) through Maine Roads to Quality. You can find out when it is offered and register at: <http://ecetrainingcalendar.muskie.usm.maine.edu/public/main.aspx>
- ☐ Obtaining approval from your landlord (in writing) if you rent or lease is encouraged.
- ☐ Complete any Town/City permitting process as required by your locality, or obtain proof in writing that a permit is not required.
- ☐ Obtain three (3) references from people who are not related to you. References should be familiar with your ability to work with children. The forms may be downloaded at the website listed above.
- ☐ Complete the Authorization for Release of Personal History Information (listed on the back of the application) for yourself, all family members residing in the home, and all employees and volunteers.

Be sure to include any legal history that may be revealed from background checks, including driving offenses; inaccurate reporting may result in immediate denial of your application.

- ☐ Create a floor plan, including measurements of all indoor and outdoor areas used by children.
- ☐ If you have a private water source, obtain water test results from the DHHS water lab.

If you check on your application that you use a private water source, the Licensing Office will request a water test kit to be sent directly to you. Refer to the directions included in the kit and submit the water sample.

- ☐ Create an attendance contract and parent handbook, covering all topics required by Rule.
- ☐ Consider insurance coverage in the event of liability claims (this is not required by Rule, but strongly encouraged).
- ☐ Draft all required policies and forms (samples are available for many documents at <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>).
- ☐ Register for Infant, Child and Adult CPR and First Aid Training. The Red Cross, Heart Savers, local hospitals, and rescue organizations have information about trainings available in your area.

Courses must include a hands-on skills component; that occur completely online are not accepted.

☐ Complete and submit your application, fee and floor plan along all required completed forms to Children's Licensing and Investigation Program, DECH, 286 Water Street, 3rd Floor, 11 State House Station, Augusta, ME 04333-0011.

Please Note: If your check is returned to us due to insufficient funds, the certification process will be suspended until payment is received and processed.

AFTER WE RECEIVE YOUR APPLICATION, YOUR LICENSING SPECIALIST WILL:

Contact you shortly after you have sent in your application. She/he will ask about your progress in completing the above and your proposed opening date.

The Licensing Specialist will make an appointment to visit your home. She/he will inspect the entire home and grounds for safety.

The Licensing Office will contact the State Fire Marshal's Office (SFMO) after you submit your application to request a visit to your home. After his/her visit, the Fire Marshal may send you a List of Deficiencies and ask you for a Plan of Corrections. Licensing cannot proceed until your home has passed the fire marshal's inspection. A guide to fire safety in childcare is available at: <http://www.maine.gov/dps/fmo/inspections/nursery.html>

The licensing specialist will:

- Review proof of completion of the course "Getting Started – an Orientation to Family Child Care".
- Review proof of your CPR/First Aid certification.
- Provide sample forms such as Medication Permission and Child Record forms.
- Provide resource information useful to Child Care Providers.
- Perform a lead hazards survey.
- Inform you of what needs to be done in order to qualify for a certificate. A Licensing Specialist will give you a copy of his/her Inspection Summary which lists items pending.

When all requirements for certification have been met, the Licensing Specialist will recommend certification, subject to supervisory approval.